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KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

September 9, 2015

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2016-13

TO: LaGov HCM Paid Agency Human Resources  
and Employee Administration Staff

FROM: Andrea P. Hubbard  
Director

SUBJECT: Affordable Care Act (ACA) Standard Measurement Period Actions

Agencies were provided the Standard Measurement Period (SMP) requirements for counting hours of ongoing non full-time employees during LaGov HCM Paid Agency ACA training. As a reminder, it is time to prepare to measure employee hours in their SMP to determine health coverage eligibility. The SMP began pay period 22 2014 (**October 13, 2014**) and continues through pay period 21 2015 (**October 11, 2015**).

ZP136, Attendance/Absence Report, should be used to count hours for employees over the SMP to determine the average number of hours worked. Any employee who worked an average of 30 or more hours during the SMP must be offered coverage during annual enrollment. The report results should be printed and maintained in your agency files. The report results serve as eligibility backup documentation in the event of an IRS audit or employee questions.

If you have any questions regarding the ACA Standard Measurement Period, please contact a member of the OSUP Benefits and Financial Administration Unit at [\\_DOA-OSUP-BFA@LA.GOV](mailto:_DOA-OSUP-BFA@LA.GOV) or (225):

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